



KAY IVEY
GOVERNOR

**STATE OF ALABAMA
ALABAMA DEPARTMENT OF MENTAL HEALTH
MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER
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KIMBERLY G. BOSWELL
COMMISSIONER

CHRISTINE REMBERT, DNP, RN
FACILITY DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE:	Personnel Specialist II	NUMBER:	21-09
JOB CODE:	H2000	DATE:	October 22, 2021
JOB LOCATION:	Mary Starke Harper Geriatric Psychiatry Center Tuscaloosa, Alabama	POSITION NO.:	8820292

SALARY RANGE: 68 (\$33,744.00- \$51,177.60 Annually)

MINIMUM QUALIFICATIONS: Bachelor's degree in Human Resources Management, Business Administration, Public Administration, or a related field. Some experience (12 months or more) performing technical work in Human Resources Management in a state agency or equivalent personnel office setting. **OR** High School Diploma or GED equivalency, preferably supplemented with courses in Personnel, Business, or Public Administration. Five years of experience (60 months or more) performing technical work in Human Resources Management in a state agency or equivalent personnel office setting.

KIND OF WORK: This is moderately difficult administrative work assisting in the direction of human resource management activities for a mental health facility. This position will assist in performing the duties in the coordination of activities involving recruitment, selection, placement, classification and pay, personnel transactions, certification, and new employee processing. Maintains the maintenance of all personnel records, files, performance evaluation reports, longevity reports, and certifications. Supports/assists the Human Resources Director with completion of routine personnel functions and special projects. Assists staff, applicants, and the public by providing appropriate personnel information concerning policies and procedures, rules, guidelines, and benefits. Assists in the scheduling and conducting of applicant interviews. Communicates, coordinates work, and conducts personnel functions in conjunction with other facility departments in a manner that supports the efficient operation of the facility. Provides guidance and interpretation of State Personnel Board Rules and the Department of Mental Health and Facility rules, regulations, and policies governing HR functions. Performs other related duties.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of Federal and State Laws, rules and regulations pertaining to human resource management. Knowledge of federal employment rules and regulations as they relate to classification, recruitment, standard interview practices, selection and placement. Knowledge and ability to effectively utilize computers and various business-related software packages. Knowledge and understanding of routine human resource management practices and functions. Ability to gather information,

correlate, and analyze facts and recommend appropriate solutions. Ability to prepare and process reports, forms, letters, and other documents. Ability to manage documents and file information. Ability to work independently. Ability to read, interpret, and apply a variety of policies, procedures, and regulations. Ability to effectively communicate verbally and in writing. Ability to analyze situations and exercise good sound judgement in completing work. Ability to work independently as assigned. Ability to meet and work effectively with supervisors, co-workers, department heads, job applicants, and the public.

METHOD OF SELECTION: Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. Drug screening is required. Security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License / certifications should be uploaded with your application. A copy of the academic transcript is required. Appointments of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

DEADLINE: Until Filled

**Mary Starke Harper Geriatric Psychiatry Center
Accredited by The Joint Commission**

Click Here to Apply:
<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>